



**USAID** | **COLOMBIA**  
FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 72051421R10014**

**ISSUANCE DATE: June 25, 2021**

**CLOSING DATE/TIME: July 19, 2021**

**SUBJECT:** Solicitation for a **Cooperating Country Personal Service Contractor or Third Country National Personal Service Contractor (CCN/TCN PSC – Local Compensation Plan)** – Accountant - **Single Vacancy**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation. For further information about USAID/Colombia please visit <https://www.usaid.gov/colombia>.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information or to [BogotaHR@usaid.gov](mailto:BogotaHR@usaid.gov).

Sincerely,

Joseph Sidari  
Supervisory Executive Officer

**I. GENERAL INFORMATION**

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| 1. <b>SOLICITATION NUMBER:</b>                         | <b>SOL: 72051421R10014</b>   |
| 2. <b>ISSUANCE DATE:</b>                               | June 25, 2021  |
| 3. <b>CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:</b> | July 19, 2021  |
| 4. <b>POINT OF CONTACT</b>                             | EXO/HR, <a href="mailto:BogotaHR@usaid.gov">BogotaHR@usaid.gov</a>   |
| 5. <b>POSITION TITLE:</b>                              | Accountant – OFM   |
| 6. <b>MARKET VALUE:</b>                                | COP\$96,567,574 – COP\$159,336,490<br>Equivalent to FSN-10<br>In accordance with <b>AIDAR Appendix J</b> and the Local Compensation Plan of USAID/Colombia.<br>Final compensation will be negotiated within the listed market value  |
| 7. <b>PERIOD OF PERFORMANCE:</b>                       | The base period will be 1 year, estimated to start in November 2021.<br>Based on Agency need, the Contracting Officer may exercise additional 1-year option period(s) for 4 years.   |
| 8. <b>PLACE OF PERFORMANCE:</b>                        | USAID/Colombia with possible travel as stated in the Statement of Duties.  |
| 9. <b>ELIGIBLE OFFERORS</b>                            | All Interested candidates. Cooperating country national (“CCN”) means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country. |
| 10. <b>SECURITY LEVEL REQUIRED:</b>                    | As an employment precondition, the successful offeror is required to obtain U.S Embassy/ Colombia Regional Security Office (RSO) Security Clearance.   |

The U.S. Agency for International Development, USAID, is seeking an individual for the position of Accountant.

**11. STATEMENT OF DUTIES****1. General Statement of Purpose of the Contract**

This position is in the Office of Financial Management (OFM), USAID/Colombia, Bogota. The primary purpose of this position is to serve as an Accountant within OFM. USAID/Colombia has a diverse and complex program which is the largest bilateral program, in terms of funding, in the LAC Bureau. The incumbent is responsible to support the operating expense (OE) and program accounting for USAID/Colombia. S/he manages OE and program accounting transactions in Phoenix, maintains the integrity of the automated accounting system, and produces financial reports. The incumbent executes the 1221 Cash Reconciliation process monthly. In addition, s/he serves as the lead Timekeeper for local

and TCN staff time and attendance. S/he manages the Mission's Declining Balance Card (DBC) program and manages the petty cash system for the Mission.

**I. Accounting & Budget Responsibilities: 40%**

S/he supports the Accounting Section in all accounting operations of OE and program funded activities for USAID/Colombia, including OFDA & OTI funds.

The incumbent's primary duties are to review and evaluate the consistency and soundness of program and administrative-type financial transactions, interpret the financial data, and create useful information that supports managerial decisions for USAID/Colombia. In that capacity, the incumbent:

- Must have a good knowledge and understanding of the myriad of applicable laws (e.g. U.S. appropriations law), USAID accounting regulations, policies and procedures, professional accounting principles, theories and practices, etc. to ensure transactions are valid and conform with all applicable laws, regulations, and other directives. If necessary, the incumbent should recommend necessary corrections, adjustments, or modifications to postings to adhere to standards. All the above in his/her role to provide support of the accounting processes and transactions of the Mission.
- Is responsible for reviewing and processing documentation related to commitments, sub-commitments, obligations, and sub-obligations for validity and funds availability. S/he will take into consideration USAID regulations to ensure funds are properly allocated and utilized appropriately.
- S/he assists in the preparation of the administrative cost budgets for USAID/Colombia based on detailed forecasts, analysis of expenditures of past activities, and current requirements. Budget estimates must be well-supported, and justifications documented.
- Performs special analyses as needed by Mission management including evaluations of the Mission's training, travel budget expenditures, Mission's tax reports, etc.
- When necessary, s/he prepares special budget reports for USAID/Washington and internal Mission use.
- As required, prepares journal vouchers to increase or decrease existing obligations, to correct obligations; and prepares SF1081s to transfer disbursements and/or collections between appropriations. As needed s/he will assist in recording of transactions in the accounting system related to quarterly accruals and 1311 Review. In addition, documents all decisions, obtains necessary approvals, takes required actions to update the accounting system and maintains files for audit purposes.

**II. Cash Reconciliation: 20%**

- S/he supports the OFM accountant to perform the cash reconciliation process. S/he reconciles USAID/Colombia operations with State Department's Charleston Disbursing Office and U.S. Treasury's Kansas Financial Management Center (FMC), including preparing, analyzing, and transmitting SF-224s, Statement of Differences, and Monthly Certifications.
- S/he compares and analyzes reconciliation reports for Colombia to identify and detect any unmatched and unreconciled items within appropriated funds between transactions recorded by the Mission, the U.S. Treasury, and the USDO, and ensures that adjustments are properly and timely recorded in compliance with Agency standards.
- Works with payment colleagues to research and post the monthly 1166 reconciliation items and takes the necessary action to resolve any OFM posting problems and to clear the reconciling items in a timely manner. Maintains a current list of any open reconciling items.

**III. Time & Attendance. 20%**

- This position serves as the lead timekeeper and SME for local staff for Time and Attendance (T&A). Every pay period, the incumbent must perform quality control and confirm the data reported by local staff in the WebTA system, to assure that the time & attendance is accurately reported. To perform this task, the incumbent will use both WebTA and USDO Charleston Tableau reports. In case of inconsistencies, s/he must contact the appropriate employees, timekeeper, and/or supervisors to make corrections before timesheets are certified.
- Runs the reports every pay period for local staff T&A, uploads them to SHIFTS, and confirms to USDO Payroll by email that reports have been uploaded.
- The incumbent is responsible for creating or changing profiles in the Web TA system for new local staff and TCNs.
- Provides training to new staff regarding the WebTA system, and also on the regulations and procedures that govern T&A. S/he is responsible to train his/her back stop and the timekeepers in charge at the individual offices.
- Prepares the Unfunded Leave report for the quarterly data calls.
- S/he is the liaison to solve T&A related issues of FSNs, USDH & USPSCs.

**IV. Declining Balance Card (DBC) and Petty Cash Management. 20%**

- S/he coordinates and manages the Declining Balance Card (DBC) program of the Mission. As such, the incumbent is responsible for providing guidance and training to USAID staff regarding the appropriate use of the DBC. Provide the user agreement to the staff interested in participating in the DBC program and hold it on file. Safeguard the DBCs and keep logs about the status of each card.
- S/he sets the DBC availability upon traveler/travel arranger request and submission of an approved TA. Serve as the primary point of contact between the cardholder and Citibank. Provides DBC statements for the cardholders at the end of each trip. Request the renewal of cards prior to the expiration date of the DBCs, therefore s/he will keep a log to check the expiration date of the DBCs to make sure that the cards will be active during official travel.
- Downloads monthly statement to prepare vouchers for Citibank payment.
- The Accountant maintains the use of a local Colombian bank credit card to obtain cash to pay for Mission-authorized "Petty Cash" transactions. The incumbent ensures that all disbursements are in accordance with applicable U.S. Government regulations, established Mission procedures, including advance approvals of the Finance Management Officer and/or Executive Officer as appropriate. In addition, he/she prepares withdrawal forms for the authorized officer's signature as needed, ensuring that sufficient funds are on hand at all times to satisfy the cash payment and minor procurement needs of the Mission.
- The Accountant maintains the cash, paid receipts, credit card forms and related documentation in the cashier's safe, which is entirely the employee's responsibility.
- In conjunction with a Financial Analyst, the incumbent is responsible to participate in monthly cash-counts.
- On a weekly basis, the employee prepares a replenishment voucher for reimbursement payments to the credit card bank obtaining all necessary clearances and final approval from the Controller or his/her designee in Bogota. The incumbent is also responsible to monitor all cash withdraws, payments, and other charges against the monthly credit card statement.
- The incumbent is responsible to provide proper training to the Alternate Cashier as needed.

**3. Supervisory Relationship:** The accountant will be supervised by the Chief Accountant. General supervision is received from the Controller (FM's USDH office director) and Deputy Controller. Incumbent will work independently with minimum supervision, setting own priorities and establishing deadlines after trained.

**4. Supervisory Controls:** Supervision of other staff is not expected.

**12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

**II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- a. **Education:** Bachelor's Degree in Accounting, Finance, Business Administration, or equivalent is required.
- b. **Prior Work Experience:** A minimum of five years of progressively responsible experience in accounting, budgeting, bookkeeping or closely related work is required.
- c. **Post Entry Training:** Obtain knowledge of USAID's financial and accounting processes and procedures. Training in USAID accounting, U.S. Government accounting regulations, E2 travel system and the Phoenix financial system. Special training courses in U.S. Government accounting
- d. **Job Knowledge:** A thorough knowledge and understanding of professional budgeting and accounting principles, theories, practices, and terminology. Must be able to identify documents that require correction or modification. Must be able to communicate issues verbally with non-accounting individuals. Must maintain cordial working relationships. Must demonstrate teamwork skills.
- e. **Skills and Abilities:** Must have the ability to analyze numerous accounting records and determine the need for adjustments, as well as to record, reconcile, and balance accounts. Must be able to make independent judgements. Must be able to develop and maintain contacts with USAID/Colombia's operations staff. Must be able to gather and present facts and recommendation in a clear and concise manner, both orally and in writing. Computer skills are required, specifically with Microsoft Office Suite, application of spreadsheet (Excel) and word processing (Word) is required to prepare and record budget information and supporting worksheets and reports. Must be able to compile and present financial and related information in a concise and fully professional manner. In all tasks, must keep the Chief Accountant informed of any discrepancies, problems, or potential noncompliance issues, and develop recommendations for their resolution.
- f. **Language Proficiency:** Fluency in English (level IV) and Spanish (level IV).

### **III. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

#### **1. POSITION ELEMENTS**

- a. **Supervision Received:** The accountant will be supervised by the Chief Accountant. General supervision is received from the Controller (FM's USDH office director) and Deputy Controller. Incumbent will work independently with minimum supervision, setting own priorities and establishing deadlines after trained.
- b. **Supervision Exercised:** Supervision of other staff is not contemplated.
- c. **Available Guidelines:** Established Mission policies and procedures, Automated Directive System – ADS (specifically ADS Series 600), Standardized Regulations, Foreign Affairs Manual and Foreign Affairs Handbook, FM Bulletins, ICASS Handbook, Phoenix manuals and periodic orders/notices.
- d. **Exercise of Judgment:** Expected to exercise complete professional judgment within parameters established by supervisor and must be able to apply prescribed guidelines effectively and independently to his/her work. There is reliance placed on the judgement of the employee in providing advice on the financial aspects of USAID/Colombia's OE and Program accounting and in s/he other duties. Advice and recommendations are reviewed in connection with the needs of the operating support units.
- e. **Authority to Make Commitments:** The Job Holder may not independently commit the USG to the expenditure of funds; but takes action and establishes priorities based on available guidelines and professional judgment.
- f. **Nature, Level, and Purpose of Contacts:** Principal contacts are with key USAID staff to coordinate and monitor complete inflow and outflow of information through the system. Must be able to communicate effectively with all employees and with a variety of contractors and vendors, including staff from the Department of State.
- g. **Time Expected to Reach Full Performance Level:** One year.

## 2. BASIS OF RATING

Offerors who meet the minimum qualifications and basic eligibility requirements will be further evaluated based on their responses to the minimum requirements in the supplemental document. Those offerors determined to be competitively ranked will also be evaluated on their interview performance and on their professional reference checks. The offeror rating system is as follows:

### Evaluation Factors:

- Job Knowledge: 25 points
- Work Experience: 20 points
- Skills and Abilities/Testing: 25 points
- Written Communication/Testing: 10 points
- Interview and Oral Communication: 20 points

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

*“USAID policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN.) Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers.”*

## **IV. SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit the online offer form in the [Electronic Recruitment Application \(ERA\)](#)
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted through the Electronic Recruitment Application (ERA).
3. Offeror submission must clearly reference the Solicitation number on all offer submitted documents.

Offers must be submitted in accordance with the instructions in the section titled “How to Apply”. Incomplete offer packages may be eliminated from further consideration. All documentation will be reviewed to ensure offerors meet the minimum requirements, and offerors who do not meet the minimum requirements will not be scored.

Offerors may be invited to take a written technical test. Final offerors may be interviewed. Reference checks may be requested. The offeror’s references must be able to provide substantive information about his/her past performance and abilities. If an offeror does not wish USAID to contact a current employer for a reference check, this should be stated in the offeror’s cover letter; USAID will delay such reference checks pending the offeror’s concurrence.



**HOW TO APPLY**

1. Visit the U.S. Mission in Bogota website: <https://co.usembassy.gov/embassy/jobs/>
2. Click on “Electronic Recruitment Application (ERA)”.
3. Select the position of your interest by doing click on the vacancy title.
4. Read the document titled “**Solicitation**” carefully and pay special attention to the “**Language Testing Procedures**”.

Qualified Offerors **must upload the following (5) PDF documents in ERA (Do not upload more documents)** or their offers will not be considered for this position:

1. Current curriculum vitae (CV) or resume containing sufficient relevant information that respond to the requirements of the position (maximum 3 pages) – PDF format.
2. List (not a written letter of reference) of a minimum of three (3) professional references with complete name, title, organization where he/she works, description of relationship, and with working/accurate telephone and e-mail information. These professional references must not be family members or relatives. The offeror's references must be able to provide substantive information about his/her past performance and abilities. At least one reference must be from a current or former supervisor (Three contacts in one page) – PDF format.
3. Cover Letter (in English) with written responses to the evaluation criteria – education, prior work experience, job knowledge, skills and abilities stated in “Section II - **Minimum Qualifications Required for this Position**”, (Times New Roman 12 and maximum 2 pages) – PDF format.
4. Copy of education degrees (bachelor, master’s degree, etc.). Transcripts are not needed, neither are translations – PDF format.
5. Copy of Colombian work permit and/or residence visa (if applicable) – PDF format.

**IMPORTANT CONSIDERATIONS**

Please refer to the attached document for [\*\*Language Testing Procedures\*\*](#).

Only short-listed candidates will be tested in the non-primary language (English and/or Spanish). The USAID/Human Resources Office will contact the candidates via email.

At the time of the offer, candidates must fully meet the education requirement (graduated and degree and/or diploma already received) as specified and must also meet in full the work experience requirement. There is no exception for these requirements.

Short-listed candidates will be requested to provide proof of education such as valid copies of degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will eliminate the candidate from further consideration. Offer letters and forms must be signed. Incomplete and unsigned offers/forms will not be considered.

Only short-listed candidates will be contacted and may be interviewed.

USAID retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

USAID reserves the right to obtain information on finalists from any and all sources inside or outside the US Government.

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The CO will provide instructions about how to compete and submit the following forms after an offeror is selected for the contract award:

1. Conditional Selection Letter.
2. U.S. Embassy Colombia Security Certification Request.
3. Medical clearance.
4. Negotiation Memo with Responsibility Determination.

#### **VI. BENEFITS/ALLOWANCES:**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

**Salary:** Will be determined by the USAID Contracting Officer within the equivalent to FSN–10 salary range based on experience, qualifications, and salary history. This position is taxable; incumbent will be required to pay Colombian taxes.

##### **BENEFITS and ALLOWANCES:**

- Christmas Bonus: 1-month basic salary per year
- Vacation Bonus: 1-month basic salary per year
- Service Bonus: 1-month basic salary per year
- Education Allowance (if applicable)
- Benefit Allowance: Cps \$1,072,273 per year
- Meal Allowance: Cps \$751,955 per year
- Severance: (cesantías), plus 12% interest per year of severance
- Life/Accident/Disability Insurance (voluntary participation)
- Supplemental Medical Insurance (voluntary participation)
- FICA/Medicare deductions applied (for US citizens only)

Please be advised that all bonuses and allowances are paid proportionately; actual payments are pro-rated according to the number of months worked during the pay year. Also, the selected candidate will receive health and pension benefits according to Colombian labor law.

#### **VII. TAXES**

Local Employee Staff (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.

### **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCN and TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad, “including **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms/aid-309-1>

#### **LINE ITEMS**

| ITEM No.<br>(A) | SUPPLIES/SERVICES (DESCRIPTION)<br>(B)  | QUANTITY<br>(C) | UNIT<br>(D) | UNIT PRICE<br>(E) | AMOUNT<br>(F)                                       |
|-----------------|---|-----------------|-------------|-------------------|---|
| 0001            | <b>Base Period – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b><br>Award Type: Cost<br>Product Service Code: R497<br>Agency/Bureau: 72/72<br>Agency/Bureau: 72/72<br>Funds: OE<br>Obligation: LO/514-FSNPAY-21-001-514-MOD<br>EOCC: 1130000 – Salary<br>EOCC: 1210000 - Benefits | 1               | LOT         | LC\$TBD           | LC\$TBD at Award after negotiations with Contractor |
| 1001            | <b>Option Period 1 - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b><br>Award Type: Cost<br>Product Service Code: R497<br>Accounting Info: To be incrementally funded   | 1               | LOT         | LC\$TBD           | LC\$TBD at Award after negotiations with Contractor |
| 2001            | <b>Option Period 2 - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b><br>Award Type: Cost<br>Product Service Code: R497<br>Accounting Info:<br>Accounting Info: To be incrementally funded   | 1               | LOT         | LC\$TBD           | LC\$TBD at Award after negotiations with Contractor |
| 3001            | <b>Option Period 3 - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b><br>Award Type: Cost<br>Product Service Code: R497<br>Accounting Info:<br>Accounting Info: To be incrementally funded   | 1               | LOT         | LC\$TBD           | LC\$TBD at Award after negotiations with Contractor |
| 4001            | <b>Option Period 4 - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b><br>Award Type: Cost<br>Product Service Code: R497<br>Accounting Info:<br>Accounting Info: To be incrementally funded   | 1               | LOT         | LC\$TBD           | LC\$TBD at Award after negotiations with Contractor |

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <https://www.usaid.v/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>
5. **PSC Ombudsman**  
The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).